

Erbil-2020-011 Political Assistant (Internal)

Major Duties and Responsibilities (___% of time)

Monitor and Analyze Political and Governmental Developments

Develops and maintains contacts with political and civil society figures in the IKR, including senior advisors, ministers, and officials at the director-general level within the Kurdistan Regional Government (KRG); party figures up to Politburo level of all parties; NGO leaders, academics and former party leaders in order to stay fully informed about political developments in the IKR. Recommends meetings for the Consul General, the Pol/Econ Chief, and members of the Political Section, and provides background information on topics to be discussed in these high-level meetings. Monitors and reports on internal political developments in the IKR, particularly regarding inter-and intra-party relations among the major IKR political parties and the inner working of the KRG, particularly on issues of interest to the U.S. government. Monitors and reports on the political relationship between the IKR and the GoI, with an emphasis on disputed territories in Kirkuk and Ninewa provinces. Conducts in-depth research on political topics and present results in writing suitable for inclusion in U.S. government reporting with minimal editing. Proactively provides information obtained through contacts. **40%**

Monitor and Analyze Developments Regarding the IKR's Relations with its Neighbors

Develops and maintains contacts with foreign missions and multilateral organization staff and experts on neighboring countries, with a specific focus on Iran, Syria, and Turkey. Proactively works with decision-makers and individuals with implementation authority within these governmental, academic, NGO, and partner nation organizations to advance U.S. interests; conducts analysis and research on regional political, social, and security topics and presents results in writing suitable for inclusion in USG reporting with minimal editing. Maintains up-to-date information on regional events and monitors press reporting on external political issues. **30%**

Monitor and Analyze Political/Military Developments

Develops and maintains contacts with the security agencies in the IKR, particularly with the Peshmerga, the Iraqi Security Forces, the IKR Ministry of Interior, and other security agencies, including contact with individuals at high level of decision-making and with implementation authority in these agencies. Monitor and report on political/military developments in the IKR. Conduct in-depth on political/military topics and present results in writing suitable for inclusion in U.S. government reporting with minimal editing. **20%**

Administrative Support and Interpretation

Provides administrative support as needed to include, but not limited to, preparing access and movement requests, providing escort assistance, and assistance with VIP visits.

Assists with representational events and other activities as required.

Recommends, arranges, and schedules meeting for the Consul General, Pol/Econ Chief, and Officers with key contacts at the appropriate level. Prepares bios and gathers information about contacts, political parties, ministries, etc. Serves as interpreter in meetings and for telephone calls and translates written documents as needed and directed by supervisor. **10%**